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# Joy Pawinee Powtong



## Summary

A forward thinking multilingual Personal Assistant with experience of liaising with Executives at the highest level of the company across multiple time zones and regions. Well organized and competent at all aspects of administration.

## Experience:

### January 2013 – Present

#### InterContinental Hotels Group, Bangkok, Thailand

##### **Personal Assistant to the Vice President of Food & Beverage Asia, Middle East & Africa**

- Support the Vice President Food & Beverage on administration, budgetary control, communication within the corporate department, hotels in the region and Vice Presidents Food & Beverage in other regions.
- Support Food & Beverage department in turning strategies into implementation projects for the hotels through senior operators.
- Support Food & Beverage hotels within Asia, Middle East and Africa with recruitments.
- Track and lead employee engagement improvement projects for Food & Beverage corporate team and IHG Bangkok office.
- Lead corporate responsibility projects for Bangkok corporate office and Thailand hotels cluster, inclusive of fund raising for the IHG Shelter in a Storm.

### October 2009 – December 2012

#### InterContinental Hotels Group, Bangkok, Thailand

##### **Personal Assistant to Vice President of Operations South East Asia and Head of Operations Holiday Inn Express, Asia Australasia**

- Support and lead the IHG Bangkok office set up, inclusive of physical area expansion, set up of the legal entity and ongoing systems required by the Thai government. Supported the hire-transfer of employees into the office.
- Support the Vice President of Operations on administration, communication, budgetary control of South East Asia hotels & owners and highlighted any risks.
- Monitor and organize employee engagement improvement projects for South East Asia's General Managers and IHG Bangkok office.
- Organize and facilitate regional General Managers quarterly meetings, annual dinner for owners and IHG Executive Committee.

### June 2009 – September 2009

#### Kamalaya, Koh Samui, Suratthani, Thailand

##### **Personal Assistant**

- Support the founder of the holistic health resort & spa on administration.
- Organize and facilitate health and ritual seminars.
- Translate health and wellness documents.

**2000 – April 2009**

**Asian Relocation Management, Bangkok, Thailand**

**Corporate Account Manager**

- Key contact for Chevron and subsidiary mobility account.
- Key contact for other international relocation-mobility partners.
- Support human resource department in updating expatriates policy to align with the host country's changing rules-regulations and conditions.
- Communicate and service inbound-outbound expatriates and human resource department to increase expatriates' relocation success by ensuring smooth relocation process from the beginning to repatriation, inclusive of the local human resources policies, locate-negotiate lease & rental condition and secure suitable accommodations and support expatriates' dependents.
- Assign and supervise consultants to support expatriates.

**1999**

***Yum Restaurants International (Thailand),***

***Bangkok, Thailand***

**Executive Secretary to Chief Financial Officer**

- Support the Chief Financial Officer with administration.
- Organize and facilitate Directors and Department meetings.
- Compile and review financial reports for the Chief Financial Officer

**1997–1999**

***Hoechst Group, Bangkok, Thailand***

**Executive Secretary to the Secretary General**

- Support the Secretary General with administration for the legal and human resource department.
- Monitor and communicate labor law changes.
- Organize and facilitate meetings & labor law seminars for legal and human resource department.
- Managed administrative work, including scheduling of the legal department.

***Education:***

- 2014-2015 *Project Leadership Certificate*  
eCornell, Ithaca, New York
- 2013-2014 *Master of Business Administration, Management Major*  
Kasem Bundit University, Bangkok, Thailand
- 2010–2012 *Bachelor of Arts, Faculty of Liberal Arts,*  
Hotel and Tourism Studies Major  
Kasem Bundit University, Bangkok, Thailand
- 1994–1996 San Francisco State University San Francisco, CA
- 1992–1994 City College of San Francisco San Francisco, CA
- 1991–1992 Central Florida Community College Ocala, FL
- 1991 High School Diploma (Honors) Vanguard High School, Ocala, FL

***Certificates:***

- Project Management Institute (PMI) 36.5 units
- HR Certification Institute (HRCI) 36 hours in General and 6 hours in Strategic Management
- Department of Tourism Certified Tourist Guide Permit to service Thai and foreign tourists within the Kingdom of Thailand

***Languages:***

Thai : Fluent native (written and verbal)

English : Fluent (Written and verbal)